

**Summary of the
NELAC Board of Directors Teleconference
July 11, 1997**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) convened by teleconference on Friday, July 11, 1997, 1:30 - 3:30 p.m. EDT. The meeting was led by its chair, Dr. Eldert C. Hartwig, Jr., of the FL Department of Health using the agenda distributed prior to the meeting. A list of action items is provided in Attachment A. A list of participants is given in Attachment B.

INTRODUCTION

The minutes of the meeting of this Board on June 27, 1997 were read and approved with minor corrections; Dr. Kenneth Jackson offered verbal clarification of his position on the Interagency Agreement with NIST. He will FAX these to Ms. Jeanne Mourrain, NELAC Director, at his earliest convenience, to be included in the final minutes.

It was reported that approximately 100 NELAC registrations have been received to date, with few from this Board. However, there are over 200 hotel registrations by NELAC participants which is a good indication of planned meeting attendance. It was requested that a completed registration form be submitted as soon as possible (even if funds cannot be enclosed) in order to assist the meeting planners.

“TREATABILITY” LABORATORY INCLUSION

The inclusion under NELAC of laboratories conducting studies such as soil treatability at RCRA/Superfund sites, was discussed. It was noted that NELAC does not specifically exclude such programs, and therefore can include such laboratories. However, there are no known state accreditation programs that are expected to request to include them.

POLICY ON COMMITTEE MEMBERSHIP

The draft policy which had been sent to the Board and all Chairs was approved with suggested revisions.

It was noted that some chairs still need information on candidates for replacements. Dr. Hartwig agreed to expeditiously appoint nominations forwarded by chairs, especially prior to the Meeting. It was also noted that committees should elect chairs prior to the meeting, if possible.

A discussion of scope of voting membership and Board/Committee membership occurred in conjunction with this draft policy. It was the consensus of the Board that any elected State official fully meets the specification for voting membership.

PLANNING FOR THIRD NELAC ANNUAL MEETING

The draft agenda details were reviewed with the Board and Chairs. It was noted that the purpose of the plenary session on Wednesday is to familiarize all NELAC participants of the changes made by the Standing committees in the working sessions of the previous day. It was noted that a nominating report and the election of officers at closing plenary should be added to the agenda. Ms. Mourrain will Email a revised meeting schedule to the Board and Chairs immediately following this meeting

It was noted that the EMMC *Ad Hoc* panel has reviewed the draft Standards, and will be providing comments. Ms. Janice Jablonski is meeting with the National Program Offices to review the Standards in detail to obtain their comments. It was noted that concerns regarding the chapters on Proficiency Testing (PT) and Quality Systems have been raised. It is anticipated that a memo expressing these concerns will be forwarded to the Board and the appropriate committees in the next week, and should be reviewed carefully.

It was noted that EPA is still in the process of developing its program to privatize the PT program in cooperation with NIST. Hence it is likely that a recommendation to maintain the status quo will be proposed in order to bridge an interim period. It is also anticipated that the EMMC Panel will recommend postponing the vote on the PT Standards until EPA, NIST, and NELAC have resolved differences. This latter issue was discussed briefly by the Board.

In response to comments that deviations from the Constitution and Bylaws, and from specifications of Roberts Rules of Order in past voting sessions, have been noted, Dr. Fred Haeberer and Mr. John Anderson will provide assistance to the chair in conducting the voting session for this meeting. Mr. Anderson indicated that he noted no problems in last year's meeting. In response to a question, he stated that he sees clear specification of voting members in the current Constitution and Bylaws.

Logistics for Thursday's voting session were discussed. Dr. Hartwig stated that he will need a detailed voting agenda (i.e., wording and sequence) no later than Wednesday morning from each Chair responsible for a Standard.

COORDINATING COMMITTEE COMMENTS

Dr. James Pearson, Chair of the Coordinating Committee reported that he has not yet received comments from all committees. He indicated his desire to receive a response from each committee even if it is to indicate that there are no comments. Ms. Mourrain offered to distribute comments received to the Board and Committee Chairs. It was noted that Committees should address only conflicts and serious gaps in the Standards at this meeting..

NOMINATIONS FOR ACCREDITING AUTHORITY REVIEW BOARD (AARB)

It was noted by Ms. Pauline Bouchard that the time has come to appoint members to the AARB so they can be in office by the time of the NELAP review of accrediting authority applications. Chapter One of the Standards specifies the duties of members of the AARB, including a total of 5 members, with a minimum of 1 from EPA and 2 from States. The Term of service is 5 years. Ms. Bouchard welcomes nominations for candidates.

Discussion of eligibility for membership was discussed. It was the consensus of the Board and Chairs that membership on a NELAC committee should not disqualify anyone from membership on the AARB. However, there was also consensus that NELAC Board members should not be members of the AARB.

In response to a question as to the anticipated workload for AARB members, it was estimated that there would be maximum of 1 teleconference per month, with planned meetings in conjunction with the NELAC national meetings.

OTHER BUSINESS

Ms. Mourrain informed the Board that Dr. Marcia Davies underwent surgery the previous day, with an excellent prognosis. Notes of encouragement would be welcomed.

NEXT TELECONFERENCE

The next scheduled teleconference of this Board is July 18, 1997, at 1:30pm EDT.

ACTION ITEMS
Board of Directors Teleconference
July 11, 1997

Item No.	ACTION	Date Completed
1	Ms. Mourrain will Email the revised schedule for the Third NELAC Annual Meeting to Board members and Committee Chairs.	
2	Ms. Mourrain will distribute comments on the Standards from the Committees to the Board and Committee Chairs	

**LIST OF PARTICIPANTS
Board of Directors Teleconference
July 11, 1997**

Name	Affiliation	Phone Numbers
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